

**Request for Professional Services
Village of Golf Manor, Hamilton County
Executive Recruitment Services for Village Administrator**

Description:

The Village of Golf Manor has requested that Ohio Plan Risk Management, Inc (Ohio Plan) provide a proposal for professional services to conduct a Full-Service Executive Recruitment Process for a new Village Administrator.

Requested by: Stefan Densmore, Mayor

Proposed Scope of Services:

Overall

- Ohio Plan will meet with the Village of Golf Manor (GM), officials (as designated and determined by the Village) to review the recruitment process and methodology, finalize a community and position profile and establish key milestones and targeted completion dates.
- Ohio Plan shall meet with and coordinate the development of a community and position profile recruiting brochure and be responsible for producing the final document, subject to final recommendations and final approval by GM.
- Ohio Plan shall conduct all position advertisements, announcements, and recruitment, receive, and process all candidate information and communications, conduct initial screening and interviews, and provide regular updates to GM designated officials (as determined by GM).
- Ohio Plan shall provide meeting facilities to conduct interviews for the initial finalist candidates, up to a maximum of 5 candidates.
- Ohio Plan shall provide a briefing for the GM regarding the initial finalist candidates selected for the position (maximum of 5) and recommendations to the GM regarding the selections of a maximum of 3 semifinalist candidates.
- GM shall select the 3 semifinalist candidates.
- Ohio Plan shall administer DiSC Personality Assessment Profiles for a maximum of 3 semi-finalist candidates (Optional Services/Fee if chosen by GM)

- Ohio Plan shall schedule and assist with facilitation of the interview process for finalist candidates, selection deliberations, and negotiations and final offer and terms/conditions of employment, as desired by GM

Process

1. Determine Hiring Timeline
 - a. Desired Start Date for New Village Administrator
 - b. Key Process Milestone/Dates
2. Determine Village Decision-Makers/Roles
 - i. Mayor
 - ii. Village Council
 - iii. Other
3. Production and Finalization of Community and Position Profile
 - a. Provide Copy Text and Design for Brochure (OPMR)
 - b. Development of Brochure Graphics and Productions
 - c. Prepare Position Profile/Evaluation Scorecard (OPMR)
 - i. Experience, Education, Specific Skill Sets
 - ii. Preferences and Differentiators
 - iii. Salary Range and Benefits
4. Placement of Job Advertisement and Recruitment
 - a. ICMA/OCMA
 - b. LinkedIn
 - c. Ohio Plan – 800+ Members
 - i. Website
 - d. Center for Local Government/CAMA
 - e. OML (GM will post)
 - f. Specific Contact Recruitment
 - i. Referral Contacts
 - ii. Prospective Candidates
5. Conduct Initial Resume/Application Screening
 - a. Conduct Resume/Application Evaluation/Scorecard
 - b. Narrow Candidate List to Maximum of 5 Semifinalist
 - c. Develop Written Candidate Questionnaire for Semifinalist
 - d. Conduct In-Person or Online Interviews Off-site

- e. Conduct Basic Level Candidate Media Search
 - f. Provide Regular Verbal Briefings to GM
6. Provide Village Briefing
 - a. Provide Overview of Village Administrator Candidates/Process
 - b. Provide Profiles of a maximum of 5 Selected Finalist
 - c. Provide Recommendations Regarding a maximum of 5 Semi-finalist Candidates
 - d. GM shall select a maximum of 3 Semi-finalist Candidates to be interviewed.
 7. Conduct Evaluation/Review of a maximum of 3 Semifinalist Candidates (Optional)
 - a. Administer DiSC Personality Assessment Profiles (Ohio Plan is an Authorized DiSC Partner)
 8. Assist With Facilitation of Finalist Interview Process
 - a. Schedule Interviews – Candidate Instruction
 - b. Develop Questions (if desired)
 - c. Conduct Interviews/Participate (if desired)
 - d. Assist with Deliberations/Selection
 - e. Reference Checks
 - f. Conduct Background Checks (if desired by GM)
 9. Assist with Negotiations and Hiring Process
 - a. Determine Terms of Employment and Negotiate Offer

Ohio Plan Management Resource Inc. Professional Services Team

- Michael Hinnenkamp, Ohio Plan Inc., Executive Director; ICMA-CM
- Lindsay Deaton, Technology Solutions and Program Coordinator
- Laura Abrams, Ohio Plan Inc., General Counsel

Approximated Time Frame and Target Dates: April – July

- Finalize Community and Position Profile –
- Advertise and Initial Recruitment –

- Conduct Initial Resume and Application Screening, Interviews and Selection of Initial Finalist

- Conduct Board of Trustee Briefing and Selection of Semi-finalist

- Conduct DiSC Assessments and Semi-finalist Evaluations (Optional)

- Facilitate Final Interview Process and Selection of New Village Administrator